



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: Request Cadastral Service**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**

**O.2.4**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	A cadastral service is required to complete inquiry.
<b>1.2 Process Overview</b>	This process involves developing and delivering an official request for a cadastral service If a survey service is needed, and it is a cadastral service, Cadastral Surveyor develops an official request Cadastral Surveyor works with BLM to determine scope, prioritization and funding for requested service
<b>1.3 Stops With</b>	A cadastral service is officially requested from the Washington office of BLM Cadastral Survey.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.1: Surveys – Establish accurate and current surveys to ensure correct boundaries for trust individual and tribal lands and any resulting revenue distribution.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
Beneficiaries may have to provide additional information to the Cadastral Surveyor in order to complete the official request for cadastral services.



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**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*

*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*

*All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
BLM	Appropriate Geographic Location		<p>If a cadastral service is needed, Cadastral Surveyor develops an official request.</p> <p>Cadastral Surveyor will research historical documents looking at encumbrances, any trespasses that exist, compile data, and work with the regional head of realty or relevant program (non-Trust) to set priority of this request.</p> <p>Cadastral Surveyor works with BLM to determine scope, prioritization and funding for requested service.</p> <p>Cadastral Surveyor will forward the official request to the Washington office of BLM Cadastral Survey and tell them the regional priority, cost and timeframe of it to be ranked in CARS based on the Trust obligations.</p>
BLM	State Office		May assist Cadastral Surveyor in completing the official request.
BIA	Regional Office		Works with Cadastral Surveyor to develop and prioritize request from the regional perspective.
BIA	Agency Office		Works with Cadastral Surveyor to identify any additional information needed.
Other governmental agency (FS, NPS, FWS, BOR, COR)	State/Field Office		Works with BLM to supply any additional information needed.



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**4.2 External Organizations.** Identify the non-DOI organizations that support the execution of or contribute to this process.

External Organization	Contribution
Adjoiners	Cost share agreements for contributed funds for surveys.
County and State offices	Could contribute resources and information to assist in the performance of cadastral services in their area.

**5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
A decision by Cadastral Surveyor	Cadastral Surveyor determines that a survey service is needed to fulfill request, and is a cadastral service.	

**6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

**6.1 Inputs**

Input	Description
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Input	Description
Initial inquiry	Inquiry received from the BRDM process or other governmental agency for survey services.
Decision on what will fulfill the initial inquiry	Decision that a survey service is needed and is a cadastral service.

**6.2 Outputs**

Output	Description
Official Request	Request is prioritized by the Cadastral Surveyor (working with Regional Office), timeframe and approximate cost established, and forwarded to the Washington office of BLM Cadastral Survey by the Cadastral Surveyor.  Request form is a part of CARS and will be sent electronically.



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## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
15 USC 7001 Electronic Signatures in Global & National Commerce Act		Provides legality of electronic signatures
25 USC 176		Provides that surveys of Indian lands shall be under the control of the BLM and as nearly as may be in conformity to the rules and regulations under which other public lands are surveyed
25 USC 180		Settling On or Surveying Lands Belonging to Indians By Treaty, Provides penalties for anyone other than the Federal government to settle on or to survey or attempt to survey lands belonging to any Indian tribe
25 USC 450 (f) Indian Self-Determination and Education Assistance Act, PL 93-638 as Amended		Provides for maximum Indian participation in government, education, programs, services, and to encourage the development of the human resources of the Indian people
31 USC 1535		Provides that the head of an agency or major organizational unit within an agency may place an order with a major organizational unit within the same agency or another agency for services
43 CFR 9180		Cadastral Survey, Identifies the authority for surveying, and the instructions and methods for surveys
43 USC 2		Provides that the Secretary of the Interior or such officer as he may designate should perform all duties of surveying and patenting of the public lands and private claims, contains instructions



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Obligation	Source	Business Impact
43 USC 52		Surveying Duties, Provides that the Secretary of the Interior or such officer as he may designate shall engage skillful surveyors, and frame regulations not inconsistent with law or the instructions of the BLM. Cause to be surveyed public lands to which the Indian title has been or may be extinguished, contains instructions
43 USC 772		Provides authority for the Secretary of the Interior to conduct resurvey or retracement of the surveys of public lands, contains instructions
43 USC 1701 and 1761-1771 Federal Land Policy and Management Act of 1976, As Amended (FLPMA)		To establish public land policy; to establish guidelines for its administration; to provide for the management, protection, development, and enhancement of the public lands; and for other purposes
43 USC 1737		Provides that the Secretary may accept contributions for cadastral surveying performed on federally controlled or intermingled lands, contains instructions
Acts of Congress		Changes business processes (i.e. private relief bills)
Case Law (112 DM 13)		Precedential decisions
Executive Orders		May affect boundaries
Federal Court Order and Decisions		May affect boundaries
Secretarial Orders		May affect boundaries
Tribal Land Use Policy		Land use ordinances that describe long-range goals and objectives for land use on reservations
Tribal Ordinance		Specific ordinances that address specific questions
Treaties		Legal instrument providing Tribes with land and recognition of Indian Tribes as Nations
Uniform Electronic Transactions Act		Provides legality of electronic records, electronic signatures and electronic contracts



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Obligation	Source	Business Impact

**7.2 Controls**

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Indian Trust Lands Boundary Standards		Provides a set of guidelines and policies to be followed when conducting any survey activity associated with Indian land. This will provide standardization across all Indian country.
757 DM 2.3C PLSS		The PLSS is the responsibility of BLM. The BLM has the authority to survey all Federal interest lands, trust territories, and Indian Lands
757 DM 2.7B Lead Bureau		The BLM is responsible for the establishment and maintenance of a system for storage and dissemination of survey data for use by local and national realty, land title, and mapping interests. BLM is the custodian of the official USPLSS records. BLM is specifically required to execute cadastral surveys for BIA on Indian reservations.
757 DM 2.7C Coordination		All bureaus and offices shall submit their requirements for cadastral surveys to BLM.



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**8. Mechanisms (Systems of Record)**

*Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

System Name	Support
Integrated Data	Request tracking and ownership data as well as official request form.
MS Project	Used for project management of survey services.
Cadastral Automated Ranking System (CARS)	Provides a national and regional status of prioritized and ranked pending cadastral survey services.

**9. Inter-Process Relationships**

*Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

**9.1 Predecessors.** *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
O.2.1	Assess Customer Needs	If a survey service is needed, and the service is a cadastral service.

**9.2 Successors.** *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
O.2.5	Assess & Research Response	The output of O.2.4 moves to this activity.





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**10. Comments** *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Note	The assumption is that all official requests will be recorded digitally and workflow tools will be utilized.
Note	The assumption is that all data produced will flow electronically through GCDB to CGIS.